

CITY OF SIGNAL HILL

POLICE RECRUIT/ENTRY LEVEL POLICE OFFICER

\$4,425/month – POLICE RECRUIT (\$4514/month as of 7/08/06)

\$4,646- \$5,648/month - Police Officer (\$4739-\$5761/month as of 7/08/06)

COMPLETED BACKGROUND QUESTIONNAIRE REQUIRED.

(The questionnaire focuses on any drug use, misdemeanor/felony convictions, previous disciplinary actions, terminations, etc.)

POLICE RECRUIT POSITION: Attends a Basic P.O.S.T. Certified Police Officer Training Academy to train police officer candidates for eligibility as a sworn police officer contingent upon completion of the academy and meeting all other requirements. Work may also include performing non-sworn police related tasks directly for the police department during non-academy hours.

MINIMUM TRAINING & EXPERIENCE: Equivalent to completion of twelfth grade. Sixty (60) college units with emphasis on criminal justice, administration of justice or related field is desirable.

POLICE OFFICER POSITION: As a sworn police officer, perform law enforcement and crime prevention work; control traffic flow and enforce state and local traffic regulations; perform investigative work; and carry out special assignments in the protection of life and property.

ESSENTIAL FUNCTIONS: Patrol and respond to calls; conduct investigations of criminal incidents; make arrests; interview victims, complainants and witnesses; gather and preserve evidence; testify and present evidence in court; prepare reports; contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; serve warrants and subpoenas; preserve public relations with the general public.

Citizenship, Age & License Requirements: United States Citizenship required. Applicants must be 21 years of age, or within six months of turning 21 at the time of submitting application. Proof of age will be checked at time of examination. Valid Class C California driver's license & satisfactory driving record.

Knowledge & Abilities: Use functional reasoning and apply rational judgment; exercise independent judgment, decisiveness; think calmly and quickly in emergencies; understand oral and written instructions; communicate effectively and prepare clear and concise written reports; develop proficiency in the use and handling of firearms.

Physical Requirements: Vision, uncorrected, at least 20/70 and correctable to 20/20 in both eyes. Normal depth perception and color vision in both eyes; hearing must be normal in both ears as passed by the City's Medical Examiner; height and weight ratio must be in accordance with age, sex and frame and will be required to be maintained at all times.

SELECTION PROCESS: The examination process may consist of the following: Police Recruit application and background questionnaire (required); written examination (weighted 30%); oral interview (weighted 70%); physical abilities test (pass/fail); background investigation (pass/fail); polygraph examination (pass/fail) and a medical and psychological screening.

APPLICATION INFORMATION: APPLY IMMEDIATELY. OPEN UNTIL FILLED. See attached for upcoming examination schedule. A City application can be obtained from Signal Hill Personnel Department, 2175 Cherry Avenue, Signal Hill, CA 90755, (562) 989-7385 or visit our website at www.ci.signal-hill.ca.us to download a Police Recruit Application Packet. Resumes will not be considered in lieu of a completed City application. Faxed or emailed applications will not be accepted. In compliance with the Americans with Disabilities Act, Signal Hill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Applicants with disabilities requiring special testing accommodations must notify the Personnel Department when submitting the application.

PLEASE BE SURE YOU SUBMIT A COMPLETED APPLICATION AND BACKGROUND QUESTIONNAIRE. INCOMPLETE APPLICATION PACKETS WILL NOT BE PROCESSED.

2175 Cherry Avenue, Signal Hill, California 90755 | (562) 989-7385

An Equal Opportunity Employer



CITY OF SIGNAL HILL POLICE RECRUIT APPLICATION

NAME: _____
LAST FIRST M.I.

ADDRESS: _____
NUMBER & STREET APT. NO.

CITY STATE ZIP CODE

() ()
HOME PHONE NUMBER WORK/ALTERNATE PHONE NUMBER

DO YOU HAVE A VALID SOCIAL SECURITY NUMBER? YES NO

DO YOU HAVE A VALID DRIVER'S LICENSE? YES NO

DID YOU GRADUATE FROM HIGH SCHOOL OR
PASS A HIGH SCHOOL EQUIVALENCY TEST (GED)? YES NO

ARE YOU AT LEAST 21 YEARS OF AGE? YES NO

ARE YOU A CITIZEN OF THE UNITED STATES? YES NO

SIGNATURE: _____ DATE: _____

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact herein may cause forfeiture on my part of all rights to employment by the City of Signal Hill.

COMPLETED BACKGROUND QUESTIONNAIRE REQUIRED

The questionnaire focuses on any drug use, misdemeanor/felony convictions, previous disciplinary actions, terminations, etc.

**APPLICATIONS SUBMITTED WITHOUT A COMPLETED BACKGROUND
QUESTIONNAIRE WILL NOT BE PROCESSED.**

RETURN TO:
CITY OF SIGNAL HILL
PERSONNEL DEPARTMENT
2175 CHERRY AVENUE
SIGNAL HILL, CA 90755
(562) 989-7307

EQUAL OPPORTUNITY EMPLOYER

CITY OF SIGNAL HILL

POLICE DEPARTMENT BACKGROUND QUESTIONNAIRE

Name: _____

Please respond to each of the following questions. Submit your completed questionnaire with your application. **Candidates who do not submit a completed questionnaire with their application will not be invited to participate in the testing process.**

Do you have a valid driver's license? ☐ Yes No ☐

Do you have a valid Social Security Number? ☐ Yes No ☐

Are you a high school graduate or do you have a GED? ☐ Yes No ☐

Are you a citizen of the United States? ☐ Yes No ☐

If no, have you applied for citizenship? ☐ Yes No ☐ Date _____

Have you ever used illegal drugs? If so, what type of drug(s)? How often did you use the drug(s) and how much did you consume? When did you last use any illegal drug(s)? **List the month and year.**

Have you ever used prescription medication, such as pain pills or any mood altering medication, for which you did not have a prescription? (i.e., Did you use someone else's prescription drugs? Please do not list any occasions when you may have taken someone else's antibiotic, eye drops, or similar medication).

Please do not indicate any prescription drugs you are taking for any medical condition. In accordance with the Americans with Disabilities Act, the City of Signal Hill will provide reasonable accommodations to qualified individuals with disabilities.

Please list any misdemeanor and/or felony convictions. **List the month & year.** Include any convictions that have been sealed or expunged from your criminal record. The Signal Hill Police Department will consider the nature, date and circumstances of any criminal offense as well as whether the offense is relevant to the position of Police Recruit.

Please list any family, friends, or associates who are known criminals and describe your relationship with them.

Did any of your employers initiate any disciplinary action against you? If so, please discuss the circumstances of the incident(s) that resulted in the discipline. This includes any written reprimands, suspensions, and/or demotions. **Please indicate the month and year when the disciplinary action was imposed.**

Have you been terminated from any position or resigned in lieu of termination? Have you been asked to leave from a volunteer position? Please list the employer, your position, dates of employment, **date of termination and the reason(s) for the termination.**

I, _____, hereby certify that all statements made in this questionnaire are true and complete to the best of my knowledge and belief. I authorize the City of Signal Hill to investigate my qualifications, employment record, character and other areas listed in this questionnaire through inquiries to any sources mentioned in this questionnaire, unless otherwise stated in this questionnaire, and I understand and agree that any misstatements or omissions of material fact herein may cause forfeiture on my part of all rights to employment by the City of Signal Hill.

Signed: _____ Date: _____



City of Signal Hill

2175 Cherry Avenue ♦ Signal Hill, CA 90755

CITY OF SIGNAL HILL POLICE RECRUIT 2006 EXAM SCHEDULE

APRIL 2006

Monday	04/03	Written Test
Friday	04/07	Candidates are notified of test results. Those who pass are invited to the PAT.
Sunday	04/09	PAT
		Those who pass are invited to the interviews.
Thursday	04/13	Interviews

MAY 2006

Saturday	05/13	Written Test
Friday	05/19	Candidates are notified of test results. Those who pass are invited to the PAT.
Sunday	05/21	PAT
		Those who pass are invited to the interviews.
Thursday	05/25	Interviews

JUNE 2006

Monday	06/12	Written Test
Friday	06/16	Candidates are notified of test results. Those who pass are invited to the PAT.
Sunday	06/18	PAT
		Those who pass are invited to the interviews.
Tuesday	06/20	Interviews

**POLICE RECRUIT
2006 EXAM SCHEDULE**

JULY / AUGUST 2006

Saturday	07/22	Written Test
Friday	07/28	Candidates are notified of test results. Those who pass are invited to the PAT.
Sunday	08/06	PAT
		Those who pass are invited to the interviews.
Saturday	08/12	Interviews

AUGUST / SEPTEMBER 2006

Thursday	08/31	Written Test
Friday	09/08	Candidates are notified of test results. Those who pass are invited to the PAT.
Sunday	09/10	PAT
		Those who pass are invited to the interviews.
Thursday	09/14	Interviews

OCTOBER 2006

Saturday	10/07	Written Test
Friday	10/13	Candidates are notified of test results. Those who pass are invited to the PAT.
Sunday	10/15	PAT
		Those who pass are invited to the interviews.
Saturday	10/21	Interviews

NOVEMBER 2006

Monday	11/13	Written Test
Friday	11/17	Candidates are notified of test results. Those who pass are invited to the PAT.
Sunday	11/19	PAT
		Those who pass are invited to the interviews.
Tuesday	11/21	Interviews

POLICE DEPARTMENT BACKGROUND PROCESS

Candidates who have successfully completed the testing process and have been placed on the eligibility/hiring list may be contacted by the Signal Hill Police Department for further processing. This will include the completion of a detailed background packet. When the Police Department obtains this information, they will be able to determine if the candidate will proceed to the next phase, the polygraph exam.

When completing the background packet, it is to your advantage to respond openly. Deliberate inaccuracies or incomplete statements may bar or remove you from employment. Do not assume that if you do not reveal information concerning a specific incident that it won't be discovered or that if you mention the incident it might keep you from passing the background. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the job of a Police Recruit/Officer. For example, being fired from a job or having an arrest record is not in itself grounds for disqualification. An evaluation will be made of the relevance of these facts to the requirements of the job. If you do not answer each question completely and truthfully in the background packet, you will be disqualified due to dishonesty.

For your information, we've listed some of the reasons applicants have been disqualified during the background process. These are areas of concern in a background and may result in disqualification. Again, the details of each incident are reviewed and evaluated.

- Poor work history, including discipline, termination, pattern of abuse regarding sick leave, tardiness, etc.
- Financial history, including failure to pay bills on time, bills sent to collections, and bankruptcy.
- Criminal history, including misdemeanor and/or felony convictions. You will also be asked to list any arrests that have not been sealed, expunged or are expungeable. A pattern of arrests may result in disqualification.
- Traffic violations, including more than three moving violations within the last three years will disqualify a candidate. Candidates with a DUI conviction within the last five years will be disqualified.
- Drug use, including the use of any illegal substances or the illegal use of prescription drugs. One time usage of cocaine, methamphetamine, PCP, LSD, heroin, etc. may result in a candidate failing the background.
- The manufacture, growing or sale of narcotics will result in disqualification.
- Extremely limited use of marijuana, i.e., not more than 5 times, and at least 5 years ago, may not result in disqualification.
- Participation in any illegal activity; i.e., paying for the services of a prostitute, illegal gambling, etc. may result in disqualification.

PHYSICAL ABILITIES TEST (PAT)

Applicants who are successful on the written examination and interview will be invited to the Physical Abilities Test (PAT). To prepare for the test, you may want to participate in some physical training that will enable you to perform the following exercises.

The PAT consists of the following components:

Solid Fence Climb	Climb over a 6 ft. high solid fence and run a short distance.
Chain Link Fence Climb	Climb over a 6 ft. high chain link fence and run a short distance.
99 Yard Obstacle Course	Start at the northeast end of the cement path running west, then south, then east (staying on the path and going over obstacles).
Body Drag	Drag a 165-pound "dummy" 32 feet across a straight cement path located at the northwest end of the field (just north of the obstacle course).
500 Yard Run	Run one entire lap around the track plus 60 yards (one lap around the track is 440 yards). (The track is located just north of the field where the other tests are located).

Each component is timed. The faster you complete the exercise, the more points you will receive. Most applicants get over the fence in 6 to 12 seconds. For example, if you scale the wall in 6.9 seconds, you will receive 183 points. If you scale the wall in 10.56 seconds, you will receive 131 points. If it takes an applicant 30 seconds to get over the solid fence, they will not receive any points.

You must complete every component and receive a minimum of 300 points to pass the PAT.

The test will be held at:

Los Angeles Sheriff's Athletic Field
11515 W. Colima Road
Whittier
(Northwest corner of Valley View and Colima)

You may practice at the field; however, if the Sheriff's Department or other agency is using the field, you may not interfere with ongoing training and/or testing. For example, you may be able to practice the obstacle course if the Sheriff is using another area of the field. It is usually used by the Sheriff's Dept. on weekdays and some weekends.

City of Signal Hill Employment Questionnaire

Title of position applied for: _____

Name: _____
First Middle Initial Last

Address: _____
Number or PO Box Street Apt. # City State Zip Code

Home Phone: _____ Alternate Phone: _____

The City of Signal Hill is an Affirmative Action/ Employment Opportunity Employer

Instructions: The following information is voluntary and is requested for Federal statistical reports. This form will be separated from your application and maintained separately. It will NOT affect consideration of your application and will be kept confidential.

1. Ethnic Category (Check one only)
 - ☐ White
 - ☐ Black
 - ☐ Hispanic: Mexican, Puerto-Rican, Cuban, Central or South American or other Spanish-origin or culture, regardless of race
 - ☐ Asian or Pacific-Islander: Descendant of the people of the Far East, Southeast Asia, the Pacific Islands, or the Indian sub-continent, including, for example, China, Japan, Korea, Samoa, or the Philippine Islands
 - ☐ American Indian or Alaskan Native
2. Sex ☐ Female ☐ Male
3. While most positions are permanent, full-time, there are some which are part-time, temporary or require employees to work evening or night shifts. If you are willing and able to work these positions, please check below:
 - ☐ Part-time ☐ Temporary ☐ Shift (evening/night)
4. Recruitment information: check the box in front of the statement which best describes how you FIRST found out about this job opportunity:
 - ☐ Visit to Personnel Dept. ☐ Journal/Newsletter: _____
 - ☐ Job Announcement ☐ College/Trade School: _____
 - ☐ Job Hotline ☐ City Website
 - ☐ Signal Hill City Employee* ☐ Newspaper: _____
 - ☐ Job or Career Fair: _____ ☐ Other: _____

*Dispatcher/Jailer and Police Officer/Recruit applicants only. Were you referred by a City employee?

Employee Name _____ Please do not list employees who assisted you with the recruitment process, i.e. a Police Officer sent to your academy/school; a City employee who responded to your questions; a Police Officer assigned to take you on a ride-along; a Dispatcher/Jailer who was on duty when you observed dispatch operations.

5. If you are age 40 or older, please check here ☐
6. If you have any physical or mental impairments as defined in ADA, please check here ☐
7. If you have a license to drive an automobile, please check here ☐
8. If you are presently a City employee, please check here ☐
9. Do you have any relatives employed by the City of Signal Hill? _____
Name Relationship
10. Please indicate below languages OTHER THAN ENGLISH which you speak:
 - ☐ Conversational ☐ Fluent Spanish
 - ☐ Conversational ☐ Fluent Southeast Asian dialect